

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 4 paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by 1:00 p.m, csdt, November 29, 2004. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to Mike Premo, at premom@michigan.gov. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F, of the Vendor Selection Guidelines (October 2004) for \$100,000/\$500,000.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

**SCOPE OF SERVICES FOR
CONSULTANT CONSTRUCTION STAKING SERVICES; COMPLETION OF A
CONTROL SURVEY, WRITTEN DESCRIPTION AND MAP OF THE WETLAND
MITIGATION SITE FOR A CONVERSATION EASEMENT; AND THE SETTING OF
RIGHT OF WAY AND ALIGNMENT MONUMENTATION.**

PROJECT DESCRIPTION/PROJECT MANAGER DESIGNATION:

MDOT Project: Control Section(s) 66013 (66042)
Job Number(s) 33263A and 73725A

Project Location: Ontonagon County

Description of Project Work: Replacement of B12 of 66013 over the Ontonagon River. This includes approximately 1,800 ft of new bridge (13 spans), 0.8 miles of new roadway, railroad and local road relocations, trunkline and detour improvements, drainage improvements, contaminated soils treatment and construction of a seven acre wetland mitigation site. Preliminary plans are available for review between the hours of 7:00 a.m. and 3:30 p.m. csdt Monday through Friday at the Crystal Falls TSC.

I Primary Prequalification Classification:

Construction Staking
Right-of Way Surveys

Anticipated construction start date: February 28, 2005.

Anticipated start date of subject services: February 16, 2005.

Estimated Project Cost: \$17,000,000.00

Anticipated completion date of staking services: December 31, 2006.

MDOT Project Manager
Daniel M. Kari, P.E., Delivery Engineer
120 Tobin-Alpha Road
Crystal Falls, Michigan 49920
Phone (906) 875 - 6644 Fax: (906) 875-6264
e-mail: karid@michigan.gov

The consultant shall contact the Project Manager prior to beginning any work on this project.

GENERAL:

- A. This Scope of Services consists of performing all construction staking operations that are to be performed by “the Engineer” as indicated in Section 104.08 of the 2003 Standard Specifications for Construction and applicable errata and department memorandums. This will include the verification staking as described in the Standard Specifications and Section 104 of the MDOT Construction Manual and MDOT Road Design Manual.

Right of Way and grading permit limit staking, establishing horizontal and vertical control points, and establishment of bench marks shall be performed by the Consultant prior to the contractor starting work. It is anticipated that construction will commence in February of 2005 and consultant services will begin upon approval for consultant services. Bridge layout shall be established for the B12 structure on or before 2/28/05, unless otherwise directed by the Engineer at the preconstruction meeting. The letting date for this project is January 7, 2005. The anticipated date for the pre-construction meeting is the first week of February. The contractor’s progress schedule will be reviewed at this time and a schedule for the bridge layout and staking needs will be determined at that time.

In addition to the construction staking detailed above, the scope of services shall include completion of a control survey, written description and map of the wetland mitigation site for a conservation easement and setting of right of way and alignment monumentation

Surveys must comply with all Michigan laws relative to land surveying and must be performed under the direct supervision of a Professional Surveyor licensed to practice in the State of Michigan. The consultant's licensed professional surveyor shall directly supervise the preparation and writing of the legal descriptions necessary for the conservation easement on this project. All alignment control points on the proposed relocation alignment shall be set in the field, including the points of intersection with the existing record legal alignment.

The consultant shall monument all proposed and existing right of way lines through the relocation areas, and the boundary lines of the conservation easement for this project. Monuments shall be set along the proposed alignment and on the right of way lines at all angle points, points of curvature, points of tangency, at points of intersection with existing right of way lines, and intersections of the right of way with section lines. Monuments set shall comply with Public Act 132 of 1970, as amended, (MCL 54.212 [M.S.A. 13.115(62)]), and the associated administrative rules.

- B. This project is on an expedited schedule and the Consultant is expected to promptly furnish all services and labor necessary to conduct and complete the Consultant Construction Staking Services described herein. Failure on the part of the Consultant to carry out provisions of this contract will be sufficient cause to affect their selection on future projects. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test them prior to use in carrying out this work.
- C. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- D. Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.
- E. At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the consultant upon which to proceed with further Services.
- F. The Consultant agrees to become familiar with the standard construction practices of the Department; the Project-specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in appropriate manner.
- G. The Consultant shall notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

COORDINATION PROCEDURES:

In addition to specific responsibilities outlined above for the Consultant and/or Project Manager, the following Coordination Procedures shall also be adhered to by both the Consultant and/or Project Manager.

FOR THE CONSULTANT:

- A. The Project Manager shall be immediately notified of any staking requests which may be received by the Consultant directly from the Construction Contractor.
- B. All overtime for the Consultant must be authorized by the Project Manager prior to the start

of the work by the Consultant.

- C. The Consultant shall return to the Project Manager at the completion of this Agreement any and all Project-specific materials and documents furnished to the consultant by the Project Manager.
- D. Staking documentation and field notes shall be signed, checked, dated and provided by the Consultant in a neat and orderly manner as approved by the Project Manager prior to the start of the related work. The field notes and grade computation documents shall become the property of the Department upon completion of the work. The field notes and computation documents may be inspected by the Department at any time. Failure to provide the field notes and grade computation documents upon completion of the work could result in non payment for consultant services.
- E. The Consultant shall supply all required monumentation, stakes, survey equipment, personnel and other devices necessary for their work. Stakes will be set and marked in a manner that will permit checking of the work.
- F. The consultant shall be responsible for the coordination of requirements outlined in MDOT Road Design and Construction Manuals and guides. The Project Manager shall be kept informed of any contact with Region or Lansing Survey staff or other Department officials used in obtaining information or directives as part of a review process.

Responsibilities of the Project Manager:

- A. The Project Manager shall determine if a staking error or omission has occurred. The Project Manager will notify the Consultant in writing within 10 businesses days of the error or omission.
- B. The Project Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, shop drawings, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Consultant to perform the services required herein.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal.